

Library Board of Trustees
Regular Meeting – Virtual Meeting
March 15, 2022
Approved as amended April 19, 2022

Regular Board Meeting Call to Order: Chair Constance Euerle called the March 15, 2022, regular meeting of the Lopez Library Board of Trustees to order at 10:03 am. The meeting was via zoom.

Members Present: Trustees Constance Euerle, Michael Moore, Connie Holz, Lea Ann Rolla, and Mindy Richardson.

Staff Present: Director Darren Hoerner

Guests Present: Robin Ross and Friends of the Library Chair Barbara Orcutt were present.

Agenda: No amendments were proposed for the agenda for March 15, 2022.

MSP: Mindy Richardson moved, and Connie Holz seconded the motion to approve the agenda for March 15, 2022.

Friends of the Library Report: Darren Hoerner reported that an informal meet and greet this Wednesday evening will start the Friends' retreat. Barbara Orcutt stated that the retreat will take the place of the regular monthly meeting and will last all day March 17. The focus will be on a mission statement, fund raising, setting up institutional processes and considering whether a change in the by-laws is needed.

Prior Month's Minutes Approval: Connie Holz suggested a clarification to the draft minutes concerning staff evaluations. Robin Ross will correct the minutes.

MSP: Connie Holz moved, and Lea Ann Rolla seconded the motion to approve the corrected minutes for February 15, 2022. The motion passed unanimously.

Routine Matters:

- *Vouchers and payroll:* One voucher of \$4325.12 (Feb 15) was submitted.
- *Payroll and benefits:* Total personnel expenses of \$32,165.99 (Feb 22) were submitted for payroll (\$23,888.18) and benefits (\$8,277.81).
- *Surplus items:* Weeding of the fiction collection continues; 359 items were removed from the collection in February. Only the 'Ts' through 'Zs' remain.

MSP: Michael Moore moved, and Mindy Richardson seconded the motion to approve the voucher, payroll and benefits expenses and disposal of surplus items. Motion passed unanimously.

- *Financial Report:* This month the tax revenue will enter the system. Spreadsheets for the revenue and expenses of the last month were sent to Board of Trustees members.

Director's report: Director Darren Hoerner's first days as director were in February; his focus has been on building a knowledge base. Community reaction has been incredibly positive. The effort has included: 1) weekly 30-min check-ins with each staff member, learning what motivates each and how to best use individual skill sets; 2) introductions to key organizations including the Hamlet House, Island Rides, The Children's Center, and the Historical Society. Multiple ideas of how to increase collaboration between the Lopez

Library and these institutions were discussed. Discussions included how to help Island Rides increase usage and bring patrons by the library, when and how to bring groups of children into the library, and how to support the desire of the Historical Society to gather more oral history segments, with library technology. Director Hoerner has also visited both San Juan and Orcas Libraries and discussed topics of mutual interest such as budgets, Friends groups and volunteers. One very productive networking activity was contacting the 'Washington State Public Library Directors' group. Directors of both small and large public libraries shared their challenges and joys, how to increase in-person usage. The group has a lobbyist in Olympia investigating the 1% limitation and gives the directors a heads up on future moves.

- *Library Operations:* Mask choice signs were put in place on Saturday March 12; the partitions were left in place. To date only good reactions have occurred.
- *Library Activities:* Four new laptops, wireless mice and keyboards, ring lights and magnetic phone chargers through out the library have been acquired with funds from the American Rescue Act grant to the Lopez Library. This month's book display includes crafts, folklore, and Women's History Month material. The Latino Literary program has enrolled 5 of the 10 families desired. New materials (263) include both material for young adult Spanish speakers and a few adult romances in Spanish. The next book launch will be a hybrid, with both zoom and in-library participation. To limit the number of people in the library, registration will be necessary. Lastly the front desk is working well.

Old Business:

- *Facilities:* Two Board members commented on the meticulous and complete job done on the clogged drains. More had to be done than originally expected, including digging up some cement to lay new pipe.
 - Although 'Facilities' did not rank as one of the Director's top goals (below), several on the Board suspect that we are not aware of some problems. Chair Euerle sent a description of McKinstry, a company that conducts a facilities condition assessment. Consideration is being given to contracting an independent assessment of the facility, with timelines for replacement and maintenance of the facility one of the products. The cost would be about \$5,000.
 - Ideally the facility is the responsibility of the Director but given the current situation it seems appropriate for Board members to assist. The Board will take the lead on calling companies for bids to assess the facility. The assessment should provide information for a Facilities Manual and a Maintenance Plan, and potentially provide architectural and landscape mapping. Two members of the library staff are currently collecting information for a Facilities manual. The Board will also pursue several leads for receiving bids on a fire alarm system, and coordinate with the Fire Marshall and Fire Chief to ensure the system meets their requirements.

MSP: Michael Moore moved, and Lea Ann Rolla seconded the motion to authorize Chair Euerle to contact McKinstry to get a proposal for a facilities condition assessment, find out if the proposal meets our needs and what it will cost. The Board will then vote on contracting for the assessment. Motion passed unanimously.

MSP: Michael Moore moved, and Mindy Richardson seconded the motion for Board members to call several fire and security companies to come out and bid to install a system. Library staff can do the walk through with the companies. Motion passed unanimously.

- *Director's Goals:* Based on email suggestions from Board of Trustee members Director Hoerner identified ten goals for his first year. Subsequent on-line rankings identified four

top goals: strategic planning, role clarity (board/director/staff/Friends), community presence and relationship building, and staff. The remainder of the suggested goals, i.e., budget management, policies, facilities, fund raising/resource development, a potential school partnership and collections, remain part of the plan. Progress can be made through other means. For example, the library team will be relied upon for collections development and work with the Board of Trustees on a collection policy. The Board currently has several subcommittees that actively work on specific topics, e.g., Michael Moore for Facilities and Connie Holz for Personnel. Director Hoerner will send a plan for implementing the four goals to the Board of Trustees for discussion and approval.

New Business:

• *Seattle Foundation:* A report was given on the status of the Board of Trustees designated endowment account with the Seattle Foundation. At the end of 2021, the account contained \$119,305.66. An additional \$20,000 was removed earlier and is in the Capital Reserve. A certain amount of money must be withdrawn each year, but money can be moved back. Use of endowment funds for capital projects like the pavilion has been discussed. The Seattle Foundation has suggested that they speak to the Board of Trustees about the account. After Director Euerle reports back with answers to how much of the money there now is available for our use and how much needs to be withdrawn, the Board will consider moving \$20,000 back to the Foundation.

Adjournment: With no other business on the agenda, Chair Constance Euerle called for a motion to adjourn the meeting.

MSP: Connie Holz moved, and Lea Ann Rolla seconded the motion to adjourn. Motion passed. The meeting adjourned at 11:45 am.

Next **Update** Meeting: **April 5, 2022** (First Tuesday of the Month)

Next **Regular** Meeting: **April 19, 2022** (Third Tuesday of the Month)

Respectfully submitted: 
Board Secretary

Approved: 
Board Chair